

# STATE OF INDIANA

DEPARTMENT OF LOCAL GOVERNMENT  
FINANCE



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**TO:** County Commissioners

**FROM:** Jeff Volz, Director of Operations JAV

**RE:** Identification of IT manager for Property Upload and Verification System

**DATE:** Friday, June 13, 2008

As we are proceeding with development of enhancements and additions to the existing Data Upload System, we are requesting that all counties identify an IT administrator. This individual will be the primary contact for the DLGF and county to manage the additional accounts and logs that will be needed to access these upcoming enhancements.

The individual identified by the county should be an existing county employee with systems experience who is familiar with creating and maintaining user logins and passwords. The DLGF will provide the necessary training for the IT administrator. This is expected to be a single day event, and the DLGF will be communicating further details about this training in a future memorandum.

As has been previously established, the county auditor and assessor accounts used for property tax file upload will continue to be administered by the DLGF or Indiana Business Research Center (IBRC). The county IT administrator will have no responsibility for the elected assessor and auditor accounts.

Please respond with the following information via email to [emily@dlgf.in.gov](mailto:emily@dlgf.in.gov) by June 30, 2008.

- IT Administrator Name and Title
- Work Address
- Work Phone
- Work Email
- County
- Schedule, (i.e., full-time, part-time)

As e-mail is the preferred method of communication, please indicate an e-mail address the DLGF can use for future contact.

Thank you in advance for your cooperation with this process.